



IT IS ESTIMATED MORE THAN ONE MILLION PEOPLE ARE LIVING WITH HIV IN THE UNITED STATES TODAY.

COME JOIN THE OFFICE OF AIDS GROUP AS WE WORK COLLABORATIVELY TO REDUCE THE SPREAD OF HIV/AIDS IN CALIFORNIA.

~ IT'S MORE THAN A JOB... IT'S A PASSION. ~

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

\$4,400-\$5,348

3 Positions available, Perm/Full Time

EMPLOYMENT OPPORTUNITY

The AIDS Drug Assistance Program (ADAP) helps ensure that people living with HIV and AIDS who are uninsured and under-insured have access to medication. OA works closely with the pharmacy benefits manager (PBM), to administer and manage ADAP for the clients served.

For more information on the duties of this employment opportunity, please view the duty statement that follows this notice. If you still have additional questions, please contact Vikki Stone at Vikki.Stone@cdph.ca.gov or (916) 449-5899.

Who May Apply:

Applications will be screened and the most qualified will be interviewed. Promotional and transfer candidates must provide eligibility information with application materials. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application. Please state position #580-405-5393-xxx on your application .

Final Filing Date: Until filled

If you are interested in being part of our team, please submit a copy of your application attention to Vikki Stone at the address below.

CONTACT INFORMATION:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, OFFICE OF AIDS

ADMINISTRATION SECTION

PO Box 997426 MS 7700 • SACRAMENTO, CA 95899-7426

DUTY STATEMENT

Class Title Associate Governmental Program Analyst	Position Number 580-405-5393-xxx
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit	
Section ADAP	
Branch AIDS Drug Assistance Program (ADAP)	
Division Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The AGPA performs assignments to ensure that ADAP enrollment sites are in compliance with program requirements; conducts on-site monitoring and audit visits and provides technical assistance to bring enrollment sites into full program compliance; develops and modifies program policies and procedures to maintain and enhance ADAP's efficiency and effectiveness; serves as a program liaison between ADAP and multiple local public health jurisdictions; and functions as part of a team of full journey level analysts.

Supervision Received: Under direction of the Staff Services Manager I, Chief of the ADAP Section.

Supervision Exercised: None.

Description of Duties: See Job Summary above.

Percent of Time Essential Functions

- 40% Conducts on-site evaluations of local health jurisdiction (LHJ) enrollment sites to ensure compliance with program policies and procedures; documents any and all findings in post visit reports and provides technical assistance to LHJ staff for the development of Corrective Action Plans (CAP); reviews all CAPs submitted by assigned LHJs and determines whether they are sufficient to bring the site or sites into compliance; works with the Pharmacy Benefits Management contractor to remove barriers that prevent eligible clients from receiving ADAP medications in the assigned LHJs.
- 35% Takes actions to promote the operation of ADAP in a uniform and effective manner, including the development of site visit tools and uniform protocols; develops standard correspondence templates to be used in communicating with LHJs; works with the team of ADAP analysts and management to update the Program Guidelines as determined to be necessary; writes policy letters and informational updates to be distributed to all LHJs participating in ADAP; tracks HIV-related legislation and federal policies that may impact program operations and updates manager on these issues and may also present findings to upper management.
- 20% Serves as the ADAP lead in monitoring compliance with the state and federal funding mandates of ADAP payer of last resort regarding the California Department of Health Care Services, Low Income Health Program (LIHP). Working with the statewide ADAP pharmacy benefits management (PBM) services contractor, local ADAP coordinators, local ADAP enrollment workers, and other ADAP Section staff, assures that clients identified as having been enrolled in LIHP have their ADAP eligibility terminated and that any prescription drug costs that may be retroactively billed to LIHP are credited to ADAP. Maintains and continuously updates LIHP-related ADAP policies and procedures as needed to

satisfy the payer of last resort mandate; tracks the PBM retroactive prescription drug cost billing process for all terminated ADAP clients to ensure recovery of funds due ADAP.

Percent of Time Marginal Functions

5% Performs other job related activities and duties as requested.

Employee's signature	Date
Supervisor's signature	Date